

1 October 1982

MEMORANDUM FOR: Director, OCC/ICS

FROM: Chief, Personnel/ICS

SUBJECT: Senior Intelligence Service (SIS) Rank Stipend  
Criteria

1. The SIS Awards Panel will require a Form 4198 on each SIS employee in your office, whether or not you are considering him for an award. Please sign your name as the RATING OFFICER. We have no Reviewing Officer, Senior Operating Official or Senior Resource Board here at ICS. Ignore those signature blocks.

2. If you are not recommending an employee for an award, put "Not Recommended" in the comments section and check the box marked "NONE". If you are recommending an employee for a Distinguished Stipend, a memo will be required and write "Stipend" in the box marked Stipend/Award and check either Merit or Distinguished in the appropriate box. You will use a ranking system (e.g. 2 of 5) only if 2 or more employees in your office are recommended for the same award or stipend. You do not need to prepare a memo by Monday. If you are recommending an employee for a 10%, 15% or 20% award, write the number in the box marked Award Percentage Recommended. Attached is a copy of last year's SIS Rank Stipend Criteria and a copy of my memo to [redacted] Chief, SIS Support/OP advised me today, that we now have been allocated 1 - 20%, 1 - 15% and 4 - 10% awards as well as the Meritorious Stipend. This differs from my memo to [redacted] This is the most current estimate of our allocation.

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3. Please call if you have any questions.

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Attachment:  
As Stated